

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 22-24

Date Received: 01 Nov 21

Title: Ratification Memorandum Template Changes

Initiator Name: Tim Eckert

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Policy | <input type="checkbox"/> Procurement Tools and Resources |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input checked="" type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists | |

Summary of Change:

Consistent with Guidance changes: 1) Deletion of requirement for employee and manager involved in the unauthorized commitment to document the disciplinary action against the employee in the Ratification Memorandum; and (2) Addition of requirement that the Ratification Memorandum confirm that the employee was disciplined in accordance with FAA personnel guidance.

Reason for Change:

Balancing of the need for prevent inappropriate disclosure of the specific disciplinary action with the need for the Ratifying Official to confirm that the employee was disciplined in accordance with FAA personnel guidance.

Development, Review, and Concurrence:

AJR-B/AHL-100/AHR-120/AAQ/AGC-500/AAP110

Target Audience: Program Office and Contracting personnel

Briefing Planned: ASAG Electronic Approval on 1/4/22.

ASAG Responsibilities: ASAG approved on 1/4/22.

Section / Text Location: Ratification Memorandum Template

The redline version must be a comparison with the current published FAST version.

☒ I confirm I used the latest published version to create this change / redline

or

☐ This is new content

Links: https://fast.faa.gov/PPG_Procurement_Templates.cfm

Attachments: Redline and final documents.

Other Files: N/A.